

**COVID-19 Student & Family Handbook  
Woodlands Academy of the Sacred Heart  
2020-2021**



***6ft. apart  
but together at heart***

## **COVID-19 Student & Family Handbook**

Woodlands Academy of the Sacred Heart is preparing to open for in-person instruction for the 2020-21 school year. These plans are made in accordance with guidance from ISBE and IDPH. From our founding, Woodlands Academy has sought to be a community of resilient and caring individuals who work to transform the world. COVID-19 presents us with many obstacles, and the events, classrooms, IC, sports, plays, lunch, and so much more will be different, but as a Sacred Heart community we will face these changes with optimism, hope, creativity, and a sense of adventure.

This document outlines general expectations and important updates for all students to be aware of as we navigate the 2020-2021 academic year. Additionally, the school has outlined specific details for our two plans: On-Campus & Hybrid Learning and Campus-Wide Remote Learning. Additional information and updates will be shared on the [Woodlands 2020-21 Back To School Resources webpage](#).

We look forward to welcoming our students, faculty, and staff back to school. Thank you for your partnership and trust as we move ahead together. Please note that this Handbook has been updated for the spring semester, most notably including: new travel and quarantine policies and updates to the daily schedule.

### **Wise Freedom**

- Goal V states, *“Schools of the Sacred Heart commit themselves to educate to personal growth in an atmosphere of wise freedom.”* Students take on additional responsibility and trust in exercising their wise freedom in a virtual environment. Students are expected to manage their time, behavior, and actions carefully with the support of the community.
- **All members of our community are expected to represent themselves and Woodlands positively and respectfully online and in-person.** Concerns should be submitted via the Community Care Reporting system and reported appropriately to social media platforms and/or local law enforcement when applicable. All communications should be courteous and respectful at all times and reflect the highest professional standards.

### **Masks & Social Distancing**

- **All members of our community will be expected to wear masks at all times while indoors.** We recognize that this is very different from what we are used to, but know that this decision is necessary for our community's safety. Students will be allowed and encouraged to step outside to get fresh air and remove their masks during passing periods, and may also ask permission to step outside with the approval of supervising faculty and staff during meetings or classes.
- **All members of our community are expected to social distance (minimum of 6ft) to the best of their ability at all times.** While our instinct upon seeing one another after months may be to congregate and hug, we cannot do this. The best way for us to express our care for one another is by strictly abiding by social distancing guidelines. This is especially important during passing periods, the lunch hour, and free periods.

- Mask and social distancing policies will be strictly enforced. Students who do not abide by the policy will be required to engage in remote learning after a third offense. Parent(s) and guardian(s) will be notified upon the second incident.

### **Technology Use**

During this time, students will inevitably be using technology much more frequently. Members of our community should be mindful of their social media presence and use of technology. Woodlands values respectful dialogue, human dignity, care, and empathy. All members of our community are expected to exercise wise freedom online and in the same way they are expected to do so in-person. THINK before you post: is it Thoughtful, is it Honest, is it Inspiring, is it Necessary, and is it Kind? Technology policies outlined in the Parent/Student Handbook are consistent and will continue to remain in place. All individuals are expected to be aware of and abide by these expectations.

- Classes, meetings, and events may be recorded to ensure that all members of our community are able to participate fully in programming.
- To maintain professionalism, teachers and students may only use their Woodlands email accounts for communication. Texting, FaceTime, or other modes of personal communication are never appropriate. Students are expected to be engaged in the learning process, reaching out to teachers with questions and concerns. Teachers will respond to messages in a reasonable amount of time, typically within 24-hours.
- Students may meet via video conferencing with a faculty or staff member. All one-on-one conversations between an adult and a student will be recorded as a safeguard and for documentation purposes and will not be shared publicly.
- All individuals participating in a Microsoft Teams meeting are expected to have their cameras on. Individual concerns or exceptions to this policy must be communicated to and approved by the Dean of Students ([ehindman@woodlandsacademy.org](mailto:ehindman@woodlandsacademy.org)).

### **Uniform**

Both gym and regular locker rooms will be closed for the foreseeable future, per ISBE and CDC recommendations. Students should only bring essential items for the day with them to school, as they will be required to carry items with them throughout the school day. Woodlands students will wear casual dress for the foreseeable future both in-person and remotely. Students are expected to familiarize themselves with casual dress expectations outlined below, and dress appropriately for Physical Education classes and after school athletics on days they are scheduled to do so (athletic pants or shorts, a t-shirt, and gym shoes.) As we move into the spring, the school will continue to evaluate when we will return to our normal uniform requirements.

- In-Person & Remote Casual Dress Expectations:
  - Shorts and skirts must be of appropriate/modest length. Pants should not have any holes in them.
  - Shirts must cover the shoulders. No low cut (front or back), strapless, spaghetti straps, or crop tops/bare midriffs.

- Any images and words displayed must be appropriate (absolutely no reference to drugs, alcohol, violence, or any form of hate speech/inappropriate language).
- With the exception of the Woodlands logo, masks must be free from logos or slogans. School appropriate artistic patterns are acceptable and masks may be any color.
- No facial piercings or unnatural hair colors are permitted.
- Shoes are required at all times.
- Students may wear the uniform on days they do not have Physical Education or sports practices/games if they desire, but this is not a requirement.

### **Attendance**

- Students are expected to be in attendance at the start of each class period, prepared and ready to learn, whether participating in-person or remotely. Each student must attend each of her classes, in order to receive credit for the day.
- If a student is ill and cannot attend their course (whether in-person or remotely), an communication from a parent or guardian must be sent to [receptionist@woodlandsacademy.org](mailto:receptionist@woodlandsacademy.org) and [cgrasenick@woodlandsacademy.org](mailto:cgrasenick@woodlandsacademy.org) or a by calling the school at 847.234.4300, no later than 8:30AM. The student's parent or guardian may also make note of their absence in the pre-screening application. Parent(s) and guardian(s) should expect a phone call from the Receptionist or the Dean confirming the student's absence and if there are any ways the school can support her.
- If an absence has not been reported by a parent/guardian, the absence will be unexcused and the student will receive a zero for the day or for the classes missed.

### **Two-Week Community Quarantine in January:**

The entire community will engage in a two-week community quarantine from January 4-January 18 in preparation to return to in-person learning on January 19. During the quarantine we will follow our remote learning schedule with a 10 a.m. start time each day. We ask every community member to complete holiday travel by January 4 and commit to sticking close to home—only leaving for essential business—and eliminating contact outside the immediate household. Our incredible residence life staff will return to campus on Sunday, January 3 to quarantine with boarding students who will be returning to the dorms. Those boarding students on campus will engage in remote learning from the school building.

### **Travel & Quarantine Expectations**

- For any student visiting a college or university or traveling to another state or country, the school requires a 14-day quarantine before returning to campus. Students may engage in remote learning during the quarantine period.
- For any student who engages in high risk activities such as attending a party or travel, the school requires a 14-day quarantine before returning to campus. Students may engage in remote learning during the quarantine period.
- Students and staff exhibiting one or more of the COVID-19 symptoms are considered suspect cases and should be immediately isolated, and evaluated.

## **Academics**

Woodlands Academy has, by design and mission, an academic program specifically and intentionally serving the needs of girls as they develop their gifts, build empathy, and gain confidence. Our program uniquely serves girls with a curriculum founded on curiosity, interdisciplinary critical thinking, and the cultivation of their God-given gifts as they navigate increasingly, and developmentally appropriate, challenging landscapes of learning. Whether in-person or remotely, this philosophy and design will continue.

In-person, synchronous learning with faculty and peers is a defining aspect of the Woodlands Academy experience. As we reimagine this model in either an in-person or remote setting, learning will be continuous, carefully blending traditional classroom instruction and online learning activities to serve our students optimally and to keep them safe.

In both the virtual and hybrid learning models, backwards design continues and is flexible to ensure students make meaningful connections with their instructors, as well as other students, and continue to learn while off campus. Virtual, hybrid, and flipped lessons/instruction encourage, and often improve, self-directed learning; these models also foster increased development of time management, problem-solving, and critical-thinking skills in children.

## **Grading & Assignments**

Woodlands Academy will continue to assign grades to student work and use our traditional grading scale. The Spring 2020 ISBE's "Do No Harm" policy regarding grades is no longer in effect. The expectation is that students complete assignments and assessments and move forward with the curriculum. Varied assignments and assessments will ensure that students have ample opportunities to demonstrate their understanding.

Powerschool will remain as the central location where teachers will post assignments, notes, presentations, links, and/or any relevant instructions. Microsoft Teams will be used as the school's video conferencing platform. Grades will continue to be posted on a regular basis in MyBackPack where both parents/guardians and students can access them.

Woodlands strives to keep students learning and engaged while having realistic expectations given unprecedented circumstances.

Students can expect academic work to fall within the following categories:

- **Learning** - what might traditionally happen during "class time"; this might include introduction of material.
- **Practicing** - low stakes checkpoints like discussions, flashcards, vocabulary lists, practice problems or a short quiz.
- **Applying** - applying what students have learned in a slightly more formal or higher stakes assignment; this could be collaborative or individual depending on the course and material.
- **Assessing** - being able to apply newly gained knowledge.

## **Events & Traditions**

All events, prayer services, and traditions are being re-imagined with social distancing and safety at the forefront of our planning. We will not be able to gather in the Chapel together as a community, but will stream services from the Chapel to various locations across campus to

ensure that all members can engage with the service. Certain individuals and groups will be invited to participate directly in events and services as appropriate and when it is safe to do so. Our traditions are what make us uniquely Sacred Heart and we are committed to thinking creatively about how we can maintain the core values of these events in a new way.

### **Service Requirements**

- Many things are being adjusted to better suit our community this year and our community service requirement and expectations are shifting as well. During the 2020-2021 academic year all students are expected to complete 10 service hours. This expectation has been reduced from our usual 20 hour requirement for sophomores, juniors, and seniors, but remains the same for freshmen. We hope that by decreasing the required number of service hours students can safely engage communities in need of support without taking unnecessary risks. The graduation requirement for each class will be adjusted to reflect the decreased service hour expectations.
- Students will be able to earn service hours throughout the year with on campus opportunities, various virtual service projects, as well as Service Day. With an emphasis on these activities, students can receive all of their service hours without physically going into the community in which they are serving. However, students are encouraged to explore other opportunities as well.
- Any campus-wide communication regarding service opportunities must be approved by the Community Service Coordinator ([WAService@woodlandsacademy.org](mailto:WAService@woodlandsacademy.org)) in advance.
- Online fundraising may only occur directly through the corresponding organization's website. GoFundMe and other fundraising websites are not permitted.

### **On-Campus & Hybrid Learning**

The pandemic has reminded us that **our collective health and well-being are intricately tied together**. With this in mind, it is essential that all members of our community are proactive, honest, and exercising wise freedom in all aspects of their lives. Always be mindful of how your decisions, actions, and voice impact not only yourself, but those around you.

### **Arrival to Campus & Pre-Screening**

- Every morning at home, each parent/guardian/residence life coordinator (on behalf of the student) and each faculty and staff member must complete the health screener questions prior to departing for school. To assist in our screening process, Woodlands is using the School Wellness Screener App to submit, record, and compile daily screening reports.
- All members of the community must complete their screening process **before leaving home/boarding school**. This includes completing the School Wellness Screener App questions and taking their temperature. Beginning second semester, temperature-checks will no longer be completed at the entrance of the school building.

### **Structure & Schedule - Spring 2021 Semester**

Please note the new class, advisory, and lunchtimes for the second semester.

**Regular Red/White Schedule (65 min classes)**

7:45 – 9:00 Office Hours  
8:10 – 8:50 Period 0  
9:00 - 9:10 Advisory  
9:15 – 10:20 Period 1 or 5  
10:35 – 11:40 Period 2 or 6  
11:40 – 12:35 Lunch, Clubs/Orgs  
12:35 – 1:40 Period 3 or 7  
1:55 – 3:00 Period 4 or 8

**Wednesdays (50 min classes)**

7:45 – 9:00 Office Hours  
8:10 – 8:50 Period 0  
9:00 - 9:10 Advisory  
9:15 – 10:05 Period 1 or 5  
10:20 – 11:10 Period 2 or 6  
11:10 - 12:05 Lunch, Clubs/Orgs  
12:05 – 12:55 Period 3 or 7  
1:10 – 2:00 Period 4 or 8

**Lunch Hour & Advisory**

- Students will begin each in-person school day with their advisor at a designated location. As a group, students and their advisor will go through the daily announcements, participate in espacio, and build community with one another.
- Students will be separated by grade level during the lunch hour. Four of our largest spaces have been identified to ensure that social distancing can happen. Weather permitting, students will be encouraged to eat outside.
- Students that are opting to learn remotely are expected to stay engaged with their advisor on a weekly basis and respond to outreach in a timely manner. Students are expected to maintain consistent communication with their advisor, seeking out additional support when necessary. Advisors will continue to reach out to students to schedule individual check-in meetings with each student throughout the academic year. Families and students are encouraged to be in frequent contact with their advisor.
- No club/organization, choir, theater, or athletic meetings will be held on Fridays. Important announcements, activities, and updates will be scheduled during this time and students may be asked to remain with their grade-level for the full lunch hour. Details and dates will be communicated via advisors and in the daily announcements.
- No food delivery to campus will be permitted until further notice. This includes delivery directly from restaurants, UberEats, Door Dash, Grubhub, etc.
- In order to respond to the safety protocols necessary to keep our community safe and still offer healthy, delicious meals to our community, Woodlands Academy is partnering with Handcut Foods to provide meal service this school year. After extensive research,

we are confident that Handcut will be an excellent partner in providing healthy, delicious food to our students, faculty, and staff. All meals will be pre-portioned and pre-packaged. This also means that meals will need to be ordered ahead of time. Students may opt-in to the Handcut Foods meal plan or bring their own meals.

- Community microwaves and refrigerators will not be available for use for the foreseeable future.

### **Co-Curricular Activities**

Woodlands is committed to student growth and development in and outside of the classroom. Our co-curricular programming is essential to creating a holistic learning experience for students. Due to changes in the daily schedule and the need for additional social distancing and safety precautions, some co-curricular activities will need to adapt their locations, meeting times, and previous work. The co-curricular schedule will be communicated via the daily announcements and supervising faculty/staff.

- **Athletics**

- All individuals are expected to wear masks when not actively participating in drills or playing. Coaches will clearly communicate when players are expected to have masks on or off. There will be increased frequency of disinfection of high-touch surfaces, areas, and equipment that will be implemented.
- If for whatever reason academic courses move to remote learning, no in-person practices or games will take place during this time. Coaches may reach out to coordinate virtual team meetings and exercises that can be completed individually during this time.
- Until further notice, no spectators will be allowed at games (indoors or outdoors). This includes opponents' spectators, current families, non-playing students, faculty, and staff. If we can safely relax these guidelines over time, we will do so joyfully.

- **Theater & Choir**

- All individuals are expected to wear masks and practice social distancing at all times.
- Our theater program and choirs are an essential part of many of our students' experiences. Beginning second semester, theater and choir programs will be permitted to meet before and after school for rehearsals. Locations and times will be shared by directors.
- If for whatever reason academic courses move to remote learning, no in-person rehearsals or meetings will take place during this time. Virtual meetings and rehearsals will be communicated.
- Until further notice, performances will be shared with our audience virtually. If we can safely relax these guidelines over time, we will do so joyfully.

- **Clubs & Organizations**

- Club and Organization moderators will continue to meet regularly. Students should check the daily announcements and their Woodlands email daily to ensure that they know when and where groups are meeting.



### **Building Access & Facilities**

- Woodlands' school building will open at 7:15 a.m. for students and employees of our community. Access to the building will be limited to the main entrance and Performing Arts Center (PAC) doors.
- After school students should depart the school around 3:30 p.m. Students with later pick-ups may remain in the PAC area until 6:30 p.m. at the latest. At 4:30 p.m. the front entrance of the building will be locked, and students must exit and be picked up from the PAC entrance. Athletes should be picked up at their corresponding practice fields. This policy allows for our maintenance staff to thoroughly disinfect classrooms and other spaces in the building in preparation for the next school day.

### **Transportation**

- Due to social distancing requirements, Woodlands Academy has contracted with Olson Transportation to provide our shuttle services for this school year. Shuttle seats are issued on a first come first served basis upon completion of the Required Student Form.
- A 7:35 a.m. and 8:35 a.m. shuttle to Woodlands from Fort Sheridan Station servicing the UPN Metra line will be available every school day. The after school shuttle to Fort Sheridan will depart Woodlands at 3:15 p.m. and 5:15 p.m. on school days.
- A 7:35 a.m. or 8:05 a.m. shuttle between Woodlands the West Lake Forest Station will be available by reservation each weekday morning, and 3:15 p.m. shuttle will be available in the afternoon Monday, Tuesday, Thursday, and Friday. A 2:15 p.m. shuttle will be available on Wednesdays to accommodate the early 2:00 p.m. dismissal.

### **Campus-Wide Remote Learning**

Woodlands Academy of the Sacred Heart is committed to living our goals and criteria, in-person and virtually. To support this effort, all members of our community are expected to abide by the guidelines set forth below should the school need to transition to remote learning. In addition to the expectations below, all other Handbook policies will remain in effect throughout remote learning.

### **Structure & Schedule**

- Each week will have two red and two white days with an adjusted 10AM late-start schedule. By shortening the academic day, Woodlands seeks to facilitate reduction of screen time while maintaining access to faculty for extra help and appropriate one-on-one meetings. This daily and weekly schedule will encourage both academic and co-curricular elements of their schooling. The schedule will be clearly communicated to all.
- Woodlands education is about so much more than the amazing things that happen in the classroom. In remote learning, Wildcat Days will be set aside to plan for times to come together as a community in meaningful ways. Wildcat Days are school days dedicated to elements outside classroom learning, in addition to an opportunity for individuals to reach out for additional support from teachers. No classes will be held on

Wildcat Days. Wildcat Days will be communicated if the school needs to adjust to a remote learning schedule.

### **Remote Learning Schedule**

10:00-11:00 - Period 1 or 5

11:00-11:10 - Break

11:10-12:10 - Period 2 or 6

12:10-12:50 - Lunch

12:50-1:50 - Period 3 or 7

1:50-2:00 - Break

2:00-3:00 - Period 4 or 8

### **Advisory**

The advisory program is a capstone of student engagement at Woodlands. Advisors are assigned to small groups to serve as a mentor and resource to each individual student. In a remote setting, this relationship is critical to ensuring that students are receiving the support they need to succeed. Advisory will meet on Wildcat Days from 10AM-10:15AM throughout remote learning. All students are expected to attend advisory meetings and any requested individual meetings by their advisor.

### **Co-Curricular Programming**

Woodlands' recognizes the importance of maintaining a strong sense of community despite physical distance. Clubs, organizations, and athletic teams will continue to meet in remote learning and/or a hybrid to the best of their ability. Moderators, directors, and coaches will work with the Dean of Students to create an adapted schedule to ensure that members of our community may continue to build relationships and leadership skills outside of the classroom.

### **Events & Traditions**

Students will be notified of mandatory school-wide programming and events. This includes, but is not limited to: prayer services, traditions, and community building activity periods.

Your signature below indicates that you (the parent/guardian signing) and your daughter have read, understand, and agree with the Policies and Procedures outlined above in Woodlands Academy of the Sacred Heart's Student & Family COVID-19 Handbook.

Student's Full Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_